

## **Executive Summary**

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My Bachelor of Arts in Business portfolio reflects academic growth, professional development, and preparation for a career transition. I organized it to give the reader a clear picture of my progress, beginning with my professional background and educational goals, then moving into selected coursework, written assignments, reflections, and career development materials. Each section shows how my education connects to my experience and how I intend to apply those lessons in the next phase of my career.

I chose a bachelor's degree in business because I wanted a program with more range than a single technical area. Logistics initially seemed like the natural path given my background in operations, transportation, resources, and process management. As I looked more closely at my long-term goals, business made more sense because it aligned with the leadership, communication, and decision-making skills I wanted to strengthen. It allowed me to study how organizations manage people, apply ethical standards, solve cross-departmental problems, and make decisions that affect the entire organization. That wider perspective supports my transition from the military into a civilian career by giving me room to move across different professional fields rather than being tied too closely to one specialty.

The coursework helped me connect professional experience with business concepts in a more structured way. Courses in business communication, critical thinking, law and ethics, human resources, finance, and logistics helped me view operations, personnel, resources, and decision-making as interconnected parts of an organization rather than separate functions. A staffing decision can affect productivity, a financial decision can shape available resources, and a communication gap can slow down an otherwise solid plan. This was one of the key takeaways because it reinforced that business decisions rarely happen in a vacuum. The work required me to look beyond the immediate task and consider organizational impact, long-term outcomes, and the people affected by those decisions.

The communication and research components were especially valuable because they challenged me to present ideas with greater purpose and structure. In my current profession, communication is not just about speaking or writing well. It is about ensuring that people understand expectations, standards, and decisions. Clear communication can prevent confusion, reduce friction, and build trust. A well-

written policy, a clear presentation, or a properly framed recommendation can make the difference between a good idea being accepted and being overlooked.

Critical thinking was essential. Business decisions rarely come with perfect information, and my coursework pushed me to examine problems from multiple angles. I strengthened my ability to evaluate information, recognize assumptions, and make sound, fact-based recommendations rather than relying on habit or personal opinion. That skill applies directly to leadership, inspections, compliance, program analysis, and process improvement. It also aligns with the work I enjoy, which includes examining systems, identifying gaps, and recommending practical improvements without creating unnecessary noise.

Completing the program helped me meet both personal and professional objectives. Personally, it demonstrated persistence, discipline, and follow-through while balancing work, family, and military responsibilities. Professionally, it gave me a stronger academic foundation to complement my existing leadership and operational experience. I gained a better understanding of how business functions connect, how ethical decisions shape organizations, how human resources supports performance, and how communication affects nearly every part of professional life. These objectives matter because they demonstrate growth beyond daily experience and reflect a more intentional approach to leadership, problem-solving, and career development.

Overall, earning my Bachelor of Arts in Business helped me connect years of leadership and operational experience to practical business principles. My confidence grew in analysis, communication, management, ethics, and organizational decision-making. The program also helped me present my military experience in a way civilian employers can understand, demonstrating how my background can support organizational performance in a new professional environment. As I continue preparing for my career transition, I am better equipped to move forward with clarity, confidence, and a stronger sense of professional direction.